

***Criminal Justice Information System – Central Repository
Fingerprint Card Order Form***

The following must be completed to process your supply request:

Agency Name _____

Agency Contact _____

Authorization Number _____

Agency Address _____

QUANTITY

DESCRIPTION

CJIS-011 Applicant Fingerprint
Card

FBI Applicant Finger Print Card

CJIS-012 FBI Only Form

180 Day Request Forms

Request may be either:

1) mailed to: CJIS Customer Service
P.O. Box 32708
Pikesville Maryland 21282-2708

2) faxed to: 410-653-5690

Delivery of mailed fingerprint cards can be expected in approximately ten (10) business days. CJIS-CR will mail up to 200 fingerprint cards to the requesting agency. If the agency order supercedes 200 fingerprint cards, your agency representative may arrange to pick up the fingerprint cards at CJIS-CR (6676 Reisterstown Road, Suite 205, Baltimore, MD 21215). A two business day notice is required for coordinating such requests. The pick up needs to be done between 8am and 4pm, Monday through Friday.